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## ARRANGEMENT

### 1. Training and Supervision

It will be the policy of <<Company name>> (the Home") that health and safety information relevant to the work will be given to all employees whether full time, part time or temporary.

Ongoing training will be provided to all employees at all levels are:

- Competent to carry out their duties and use specialist tools or equipment.
- Aware of their health and safety responsibilities towards other staff members, residents or patients and the public.

Decisions relating to ongoing training will be reviewed on a regular basis. The person with day to day responsibility for Health and Safety will be responsible for identifying and implementing training needs. Records of the training will be kept in an individual file.

Checks will be made by the supplying contractor that temporary staff are competent to carry out the tasks allocated to them.

All employees will attend regular training to ensure they are familiar with all aspects of the safe use of moving and handling equipment. No member of staff either directly employed or temporary will be allowed to use equipment for which they are not trained.

### 2. Risk Assessments

(Reg. 3 Management of Health and Safety Regulations, 1999)

The management team will ensure that all activities undergo a suitable and sufficient Risk Assessment. The level of risk, and any preventative measures will be introduced, will be reviewed as needed.

### 3. Workplace Safety and Welfare

(The Workplace (Health, Safety and Welfare) Regulations, 1992)

The management will ensure that all activities undergo a suitable and sufficient Risk Assessment. The level of risk, and any preventative measures will be introduced, will be reviewed as needed. The management will ensure that the Health, Safety and Welfare needs of all those who will be working on the premises, including any contractors, are taken into account. Arrangements will be taken to ensure that they are not adversely affected by the work being carried out.

### 4. Control of Substances Hazardous to Health

(COSHH 2002)

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Where needed, Risk Assessments used will be kept at the main offices will instigate the principles of good practice in accordance with the Health and Safety Executive Schedule 2A Regulation 7(7). No work will be carried out without the specific consent of their Manager.

Data Sheets of substances used will be kept at the main offices. The Management will ensure that the exposure as detailed in the Data Sheet for any substance without the

5. **Asbestos**  
(Control of Asbestos at Work Regulations 2006)

The designated health and safety person will carry out a survey of the premises and an Asbestos Register will be maintained. If asbestos is found, their location and condition, and the date of the last survey since 2000. No remedial, maintenance or repair work will be carried out that may disturb any known or suspected Asbestos without a specific Risk Assessment and Method Statement prepared by a specialist contractor.

A survey is carried out on the premises to detail what substances are present. A register will be carried out since the year 2000. No remedial work will be carried out that may disturb any known or suspected Asbestos without a specific Risk Assessment and Method Statement prepared by a specialist contractor.

6. **Manual Handling**  
(Manual Handling Operations Regulations 1992)

The <<Registered Manager/designated person>> will ensure that manual handling operations within the Home, taking into account the needs of individual service users. Wherever possible the use of mechanical lifting or moving aids in order to reduce the risk of injury to staff or patient being moved. Before in any circumstances they will ensure that adequate Risk Assessments are carried out before moving that load and will ensure that

<<Registered Manager/designated person>> with assistance will ensure that manual handling operations within the Home, taking into account the needs of individual service users. Wherever possible the use of mechanical lifting or moving aids in order to reduce the risk of injury to staff or to any resident being moved. Before in any circumstances they will ensure that adequate Risk Assessments are carried out before moving that load and will ensure that

7. **First Aid**  
(Health and Safety (First Aid) Regulations 1981)

The Registered Manager shall ensure that adequate First Aid provision is available at all times. The provision will be determined by risk assessment.

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8. **Accident Reporting**  
(Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013)

All accidents and incidents will be reported and kept secure to comply with Data Protection Act 1998. Dangerous occurrences will be reported to the Health and Safety Executive as possible by the <<Registered Manager/designated person>>

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implemented if needed. These may be 20° – 45° C, allowing water stagnation treatment techniques and maintaining

water is not left between tanks, using water supply system.

13. **General Work Equipment**

(The Provision and Use of Work Equipment Regulations 1998)

It will be the Registered Manager's responsibility to ensure that the Home:

that the Home:

- Provides suitable equipment for the work to be done (Reg. 4)
- Ensures that equipment will be maintained in a safe working order and in good repair
- Ensures that all equipment is used in accordance with the manufacturer's instructions as required by Regulation 6
- That the operators are competent (Regs. 8 & 9)

(Reg. 4)  
efficient state, in efficient  
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ent (Regs. 8 & 9)

(Lifting Operations and Lifting Equipment Regulations 1998)

It will be the Registered Manager's responsibility to ensure that any equipment intended for the lifting, moving or other work of an individual person. All slings and hoists are inspected before every use to check for damage, and thoroughly examined by a competent person. Any hoist or slings found to be defective shall be removed from service immediately until repairs can be effected.

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14. **Fire**

(The Regulatory Reform (Fire Safety) Order 2005)

It will be the responsibility of the Registered Manager to ensure that weekly tests are carried out on the fire alarm system and that a fire risk assessment is carried out regularly. The Registered Manager must ensure that fire extinguishers are available at all locations to be advised by the fire alarm system and that fire extinguishers are to be checked annually by a specialist contractor.

ure that weekly tests are  
essment is carried out  
guishers are available at  
guishers are to be

It will be the responsibility of all staff to ensure that fire doors are kept closed and that all routes to fire exits are kept clear.

s are kept closed and that

15. **Computer screens**

(The Health and Safety (Display Screen Equipment) Regulations, 1992)

The Registered Manager will ensure that health and safety assessments are carried out for all persons who use display screen equipment. The Registered Manager will consider the amount of time a person uses a VDU workstation and general working environment.

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e usability of their



16. **Personal Protective Equipment (PPE)**  
(The Personal Protective Equipment Regulations (PPE) 1992)

The Registered Manager will ensure that there is access to a sufficient supply of disposable non latex gloves/aprons when required.

17 **Infection Control**

The Registered Manager will ensure that all cleaning staff both trained and unqualified undergo regular training and are in possession of the most current cleanliness procedures of infection in the Home. Where practicable, disposable goods for single persons.

These arrangements and procedures will be reviewed when there is a change in circumstances, in work practices or the introduction of new equipment.

**Name:** <<Insert Full Name>>

**Position:**

**Date:** <<Date>>

**Signature:**

